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GOVERNOR

# LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

## RE-LICENSURE PROCEDURES

Pursuant to Business and Professions Code section (BPC) 5680.2 and California Code of Regulations section 2624, a landscape architect license which is not renewed within three years after its expiration, may not be renewed, restored, reissued, or reinstated thereafter; however, an applicant whose license has been expired for more than three (3) years but less than five (5) years shall be eligible for a new license if:

- (a) No fact, circumstance, or condition exists which, if the license were issued, would justify its revocation or suspension,
- (b) The applicant pays all of the fees which would be required of the applicant if the applicant were then applying for the license for the first time,
- (c) The applicant takes and passes the examination which would be required of the applicant if the applicant were then applying for the license for the first time, or otherwise establishes to the satisfaction of the Board (LATC) that the applicant is qualified to practice landscape architecture, and
- (d) The applicant takes and passes the California Supplemental Examination.

What does this mean for you? It means that in order for you to legally practice landscape architecture in California, it will be necessary for you to obtain a new landscape architect license. As outlined on page 2, you may submit an application and portfolio for the LATC's review that demonstrates your knowledge and skills in landscape architecture. If this review demonstrates to the LATC's satisfaction that you are qualified to practice landscape architecture, the licensing examination or portions thereof, may be waived. This option is available only to those individuals whose license has been expired for more than three (3) years but less than five (5) years. Be advised that there are specific conditions associated with the portfolio review option (see page 2).

The LATC requires that your portfolio include your most current work samples. If the samples are for work performed in California *after* the expiration of your license, such work may constitute unlicensed activity, a violation of BPC 5640, and grounds for denial of a new license. However, where the unlicensed activity is not of a serious nature (e.g., does not involve consumer harm or a pattern of disregard for the licensing laws), the LATC may choose to address the unlicensed activity by issuance of an administrative citation and the imposition of a fine rather than denial of the license application.

If you believe you qualify for a new license under the portfolio review alternative, thoroughly read and follow the instructions on the subsequent pages. **Your portfolio packet must be complete when submitted.** Receipt of additional material after receipt of original packet will not be accepted.

## **INSTRUCTIONS FOR COMPLETING THE RE-LICENSURE APPLICATION PACKET**

Portfolio packages must be received 60 days prior to the Landscape Architects Technical Committee (LATC) meeting at which they will be considered. Visit [www.latc.ca.gov](http://www.latc.ca.gov) for meeting schedule. Portfolio packets received after that time will be reviewed at the next scheduled LATC meeting. All materials submitted become the property of the LATC and will not be returned. You will be notified of the decision of the LATC within 30 days of the meeting at which your information was reviewed.

**To be considered for a new license, you must submit the following fees and documents:**

1. A completed Eligibility/Examination Application for First Time Candidates.
2. A check payable to the LATC in the amount of \$840, to cover evaluation, application and examination fees for sections C, E and California Supplemental.
3. A statement to explain the circumstances of your expired license.
4. Vitae/resume of relevant professional practice and educational experience to date. Please list in chronological order.
5. A minimum of two references from landscape architects licensed in California to verify the period of your work experience since your license expired.
6. Work samples that demonstrate your current knowledge and experience in the practice of landscape architecture.

**The work samples must be complete and meet the criteria listed below.**

1. Please submit your most recent work. Work submitted must be your own work. If part of the work samples include work other than your own, clearly identify the work you personally performed.
2. All work samples must be dated.
3. Each work sample must include a brief description and the content must be self-evident. Label, or in some manner, identify the category under which each work sample is to be considered.
4. Place your signature or initials on every page of each work sample submitted.
5. Submit work samples in a manner that demonstrates your knowledge, skills and abilities under each category as described on page 3.

## **WORK SAMPLE CATEGORIES**

### **Project and Construction Administration**

- ◆ Project Administration
- ◆ Construction Administration
- ◆ Assessment and Review

### **Inventory, Analysis and Program Development**

- ◆ Program Definition
- ◆ Inventory
- ◆ Analysis
- ◆ Programming

### **Site Design**

- ◆ Evaluate design alternatives to determine the appropriate solution
- ◆ Design circulation systems (e.g. equestrian, bicycle, pedestrian, vehicular)
- ◆ Create design alternatives to demonstrate the range of options
- ◆ Develop conceptual design, planning, and management solutions considering on-site and off-site influences
- ◆ Predict implications of design, planning, and management proposals on natural and cultural systems both within the site and in the larger context
- ◆ Synthesize and make connections between aspects of landscape architecture and disciplines outside of landscape architecture including consultant studies

### **Design and Construction Documentation**

- ◆ Design Principles
- ◆ Resource Conservation and Management
- ◆ Graphic Communication
- ◆ Construction Documentation
- ◆ Materials and Methods of Construction

### **Grading, Drainage and Stormwater Management**

- ◆ Synthesize and make connections between aspects of landscape architecture and disciplines outside of landscape architecture including consultant studies
- ◆ Design for protection and management of land resources (e.g. land forms, grading, drainage, vegetation, habitat, erosion and sedimentation control)
- ◆ Design for protection and management of water resources (e.g. storm water, water supply, ground water)

In accordance with BPC 5640, it is a misdemeanor, punishable by a fine of not less than (\$100) nor more than (\$5,000) or by imprisonment in the county jail not exceeding six months, or by both such fine and imprisonment, for any person, who, without possessing a valid, unrevoked license engages in the practice of landscape architecture or uses the title or term "landscape architect," "landscape architecture," "landscape architectural," or any other titles, words, or abbreviations that would imply or indicated that he or she is a landscape architect.

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California that all of the work samples submitted herein are exclusively my own work except where it is clearly identified which portion of the work samples is not my own.

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**Signature**

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**Date**